

## INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Senior Development Manager – Individual Giving
Reporting to:	Head of Development
Department:	Development
Strategic Relationships:	ICA Senior Management Team, ICA Board
Salary:	£35k – £40k, depending on qualifications and experience
Contract:	Permanent, Full time, 40 hours a week (including occasional evening and weekend work as required)

---

*We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.*

*Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace*

### PURPOSE OF THE ROLE

The Institute of Contemporary Arts was founded 72 years ago and is a model that is continuously adapted to the world of today. Our agenda setting programme positions artists and thinkers at the centre of the ICA's activities: as our Partners, Participants, and our Audience. Historically the ICA has always anchored its programme within the socio-economic conditions of its times. Today, this critical approach is needed more than ever, as we face some of the most complex ecological, ethical and social justice challenges of the 21st Century.

From the Turner Prize nominated exhibition Forensic Architecture to a high-profile discussion with Chelsea Manning, recent months have shown that the ICA is going from strength to strength. This is a fantastic opportunity for an ambitious fundraiser to make a significant impact at the ICA. The Senior Development Manager – Individual Giving will lead on the day to day management of the Friends scheme at the ICA. Reporting to the Head of Development but also working closely with the Director, Stefan Kalmár, and Director of Finance, alongside the Deputy Director, and Chief Curator, your responsibility will be to grow the ICA's Friends Scheme which supports the ICA's acclaimed programme. Our annual Individual Giving target is £650K.

As Senior Development Manager – Individual Giving, your responsibility is to build and maintain excellent relationships with new as well as current donors including ICA Friends and Global Friends of the ICA. You will work with the Development Team and the Senior

Management Team to ensure a cohesive and high achieving Development plan for the ICA. With your highly entrepreneurial approach, we will work together to increase the ICA's capacity to influence and inspire.

## KEY TASKS AND RESPONSIBILITIES

### Fundraising

- To grow, manage and run all aspects of the ICA's Friends Scheme (A tiered regular giving scheme with three levels: Bronze, £2,500 Silver, £5,000, Gold £10,000)
- To grow, manage and run all aspects of the ICA's Directors' Circle (an invitation only philanthropic group giving annual donations of £20,000)
- To identify, cultivate, raise funds from and manage relationships with existing and new ICA Friends.
- To liaise with the Curatorial team to identify programme opportunities for the ICA Friends Scheme
- To utilise the skills, experience and connections of the Director and ICA Board to ensure the implementation and the success of the Friends' fundraising strategy
- To work with the Development Manager – Individual Giving and Corporates to conceive an exciting programme of Friends' events.
- To work with the Development team to ensure that potential income sources are fully researched, due diligence processes are undertaken, and that prospects are appropriately targeted
- To ensure that all money raised is acknowledged in writing, payments received and that the Finance team is kept aware of all payments and pledges
- To provide briefings on prospects to the Senior Management Team and other key individuals as required
- To work with the Events team to implement the successful delivery of the Annual Dinner at the ICA.
- To maximise participation in and income from the Gift Aid programme
- To undertake any other duties as may be reasonably requested by the Head of Development

## PERSON SPECIFICATION

### Essential Criteria

- An experienced, strategic and creative fundraising professional with an impressive track record in fundraising within a cultural organisation
- Experience of managing high-level, regular giving schemes within the cultural sector
- Excellent knowledge of the contemporary arts and culture scene
- Proven experience with prospecting, cultivating, and securing donations and major gifts from individuals
- Highly skilled writing ability suited to preparing solicitation correspondence and funding proposals of the highest standard
- High level of tact and diplomacy to work well with donors, the ICA Board and staff at all levels
- An excellent network of national and international donors and supporters.
- Passionate about the ICA and a deep understanding of the strategic objectives of the ICA's Vision and Mission and historical impact
- Experience of running an events programme
- Ability to introduce new relationships and contacts to the ICA

- Excellent understanding of GDPR and fundraising compliance
- A creative, innovative and imaginative approach to attracting new Friends
- Flexibility on working hours, willing to work some evenings and weekends for which TOIL can be claimed, subject to approval.
- Experience of using a fundraising database such as Raisers' Edge, Spektrix or Tessitura

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.*

*Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.*